



Commonwealth of Kentucky
FINANCE AND ADMINISTRATION CABINET
OFFICE OF ADMINISTRATIVE SERVICES
DIVISION OF HUMAN RESOURCES

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JONATHAN MILLER
Secretary

TROY ROBINSON
Director

September 2, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High St.
Frankfort, KY 40601

RE: Supplemental Furlough Plan

Dear Secretary Jackson:

Please find enclosed, per 101 KAR 5:015E, the Finance and Administration Cabinet's supplemental furlough plan for fiscal year 2010-2011. You previously approved the Cabinet's furlough plan for the September 3, 2010 shut-down date, and the Cabinet respectfully requests that you review and approve the enclosed supplemental plan which addresses the remaining furlough dates for fiscal year 2011.

Enclosed within these documents are the following:

- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, the lead contacts for the for the Finance and Administration Cabinet and selected General Government agencies are Robin Kinney at robin.kinney@ky.gov / (502) 564-5781 and Troy Robinson at troy.robinson@ky.gov / (502) 564-0410.

Sincerely,



Troy Robinson, Appointing Authority
Finance and Administration Cabinet

Enclosures: **Enclosure A** – Finance and Administration Cabinet and selected General Government agencies
Enclosure B – Alternate Furlough Date Letter
Enclosure C – Written Notice of mandated dates for Finance and Administration Cabinet and selected General Government agencies
Enclosure D – Non-Designated Furlough Date Notification dated September 15, 2010
Enclosure E – Waiver of Notification for Non-Designated Furlough Dates for October 2010
Enclosure F – Notice of Furlough Date Letter
Enclosure G – Non-Designated Furlough Date Notification dated January 14, 2011
Enclosure H – Waiver of Notification for Non-Designated Furlough Dates for March 2011 and April 2011

I. APPLICATION OF FURLOUGH DATES

Two (2) Remaining Mandated Shut-down Days
November 12, 2010 and May 27, 2011

GENERAL GOVERNMENT – SELECTED AGENCIES

(OPTION 2)

The selected General Government agencies assigned to the Finance and Administration Cabinet will furlough ALL employees; however, the Finance and Administration Cabinet Plan includes some portions of the selected General Government agencies that will not result in a complete shut-down of its operations on November 12, 2010 and May 27, 2011 based upon the following:

Part 1:

Exception 1:

The **Kentucky Office of Homeland Security (KOHS)** carries out multiple missions mandated by the U.S. Department of Homeland Security as well as the Kentucky General Assembly. Some examples of these missions include counterterrorism, community safety and security, administrative oversight of the Kentucky Intelligence Fusion Center, infrastructure protection and the Kentucky e-Warrant program. Due to the nature of these missions, it is impractical and unsafe to observe a total shut-down of this office.

The **KOHS** respectfully requests approval to allow three (3) employees to work on Friday, November 12, 2010 and on Friday, May 27, 2011. One (1) administrative employee will on duty to answer any calls from other government agencies or the private sector. One (1) Intelligence Analyst will be on duty in the Kentucky Intelligence Fusion Center to provide analytical support to federal, state or local law enforcement agencies that may require this type of service. The Executive Director will be working to provide management/supervisory oversight for the KOHS personnel who will be working on November 12, 2010 and May 27, 2011.

Part 2:

For the above areas requiring an exception to the shut-down dates, the Finance and Administration Cabinet Plan proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs:

The three (3) employees working on Friday, November 12, 2010, and on Friday, May 27, 2011, as mentioned within the aforementioned exception, will observe alternate furlough days within the first pay period of November 2010, and the second pay period of May 2011, and as close to the "common" furlough dates as possible. All furloughs will be done in compliance with the regulatory requirements of 101 KAR 5:015E.

The Finance and Administration Cabinet will provide notice to its employees of the furlough dates which are different from the November 12, 2010 and/or the May 27, 2011 shut-down dates by issuing an Alternate Furlough Date letter to each employee (Enclosure B).

All other employees within the selected General Government agencies assigned to the Finance and Administration Cabinet will comply with the mandatory shut-down days of November 12, 2010 and May 27, 2011. Written notice has already been provided to each employee (Enclosure C) of these mandated dates.

FINANCE AND ADMINISTRATION CABINET

(OPTION 2)

The Finance and Administration Cabinet will furlough ALL employees; however, the Finance and Administration Cabinet Plan includes some portions that will not result in a complete shut-down of its operations on November 12, 2010 and/or May 27, 2011 based upon the following:

Part 1:

Exception 1:

Within the **Commonwealth Office of Technology (COT)**, the **Customer Service Branch** facilitates the coordination and oversight of all aspects of COT business and customer service delivery. One of the branch's many responsibilities is to provide IT support to County Clerk offices throughout the Commonwealth. Since the County Clerk offices will be operational on November 12, 2010 and May 27, 2011, this branch will need adequate staff to continue the delivery of their services. If these services are not provided to the County Clerk offices, COT will be in violation of customer service agreements relating to the County Clerk offices.

The **COT** respectfully requests approval to allow five (5) employees within the **Customer Service Branch** to work on Friday, November 12, 2010 and on Friday, May 27, 2011. These employees will provide minimal coverage in a manner not to interrupt IT support to the County Clerk offices throughout the Commonwealth.

Exception 2:

Within **COT**, the Office of Infrastructure Services (OIS) is responsible for operation of the Commonwealth's enterprise computing and communications environment. The OIS team handles day-to-day technical support and operation of executive branch IT resources and the Commonwealth Tier II Data Center. OIS oversees shared IT infrastructure resources and services, including large-scale computing, server hosting, data and voice communication networks, and phone systems.

In specific, the **Operations Services Branch** is responsible for enterprise monitoring of all systems housed within the Commonwealth Data Center (CDC) per criteria provided by systems support and the customer. This 24-hour, 7-day per week, 365 days per year operation is responsible for the environmental conditions surrounding the physical equipment and includes critical systems such as the Kentucky Emergency Warning System. In addition, this branch also

provides operational support for all systems housed within the CDC, such as Initial Program Loads, reboots, restarting services, dumping regions, stopping/starting databases, etc. This branch provides operational support for disaster recovery, backups, and tape usage as well as maintains the Commonwealth's mainframe z/OS automations tools. This branch also answers phones and provides help desk support during off hours.

The Operations Services Branch also provides production batch system support which includes operating batch cycles and providing troubleshooting support for such agencies as the Department of Revenue, Workforce Development, Cabinet for Health and Family Services (CHFS), and the Finance and Administration Cabinet as well as others. The branch provides 7x24x365 coverage of the monitored systems, including holidays as requested.

COT respectfully requests approval to allow ten (10) employees within the **Operations Services Branch** to work on Friday, November 12, 2010 and eleven (11) employees to work on Friday, May 27, 2011. This 7x24x365 branch maintains operational coverage during holidays and weekends. These employees will provide minimal coverage necessary to maintain and monitor the Commonwealth Data Center (CDC) in a manner not to jeopardize system hardware and to provide service to supported agencies and customers.

Exception 3:

The **Production Services Branch within COT** is responsible for enterprise batch production services, automation processes, production cutover and z/OS server support. In particular, the production cutover team assists the server administration group in providing production cutover services in the implementation of server application roll-outs/upgrades as well as provides z/OS-server batch PCO services (JCL, documentation, programs, etc.) to support agencies in their day-to-day enterprise services. On November 12, 2010 and May 27, 2011, based upon information provided by the Cabinet for Health and Family Services (CHFS), the Division of Child Support within the CHFS will be operational. That said, the Production Services Branch will need to provide cutover for the Kentucky Automated Support and Enforcement System (KASES).

COT respectfully requests approval to allow one (1) employee within the **Production Services Branch** to work on Friday, November 12, 2010 and Friday, May 27, 2011. This employee will provide minimal coverage during second shift to perform cutover functions for KASES. Without this coverage, COT will not fulfill its obligations and commitments they have with CHFS in regards to KASES.

Exception 4:

Based upon information provided by the Transportation Cabinet, the Department of Vehicle Regulation will operate at 50 percent staffing level on November 12, 2010 and on May 27, 2011. The Production Services Branch supports Transportation's Automated Vehicle Information Systems (AVIS) and the Driver's License System applications. That said, the Production Services Branch will need to provide IT support for AVIS.

COT respectfully requests approval to allow one (1) employee within the Production Services Branch to work on Friday, November 12, 2010 and on Friday, May 27, 2011. This employee will provide minimal coverage by running and monitoring the Transportation online applications,

such as AVIS and the Driver's License System. Without this coverage, COT will not fulfill its obligations and commitments they have with the Transportation Cabinet.

Exception 5 and 6:

The Office of the Controller is responsible for all state accounting policies and procedures, cash management and strategic financial planning. The Controller acts as the commonwealth's chief accounting officer. The Office of the Controller was advised by CHFS that their furlough plan provides for employees to create a check writer on Friday, November 12, 2010 and on Friday, May 27, 2011, to send out payments to custodial parents. CHFS typically creates a check writer for checks and another for ACH transactions. The check writers would contain approximately 1,500 transactions for \$5.4 million. This creates a chain reaction and in addition to CHFS employees, requires someone in the Office of the Controller to approve the transactions and submit to Farmer's Bank, someone from Treasury to print the checks, and someone from the Division of Postal Services to mail the checks.

The **Office of the Controller** respectfully requests approval to allow one (1) employee to work approximately two (2) hours and be partially furloughed for approximately six (6) hours on Friday, November 12, 2010 and on Friday, May 27, 2011. This employee will observe an alternate partial furlough day (approximately two (2) hours, ultimately totaling eight (8) furlough hours) within the first pay period of November 2010, and within the second pay period of May 2011, and as close to the "common" furlough dates as possible. This employee would approve the checks and submit the ACH transactions to Farmer's Bank.

Relating to the aforementioned payments to custodial parents, the **Division of Postal Services** within the Office of Administrative Services respectfully requests approval to allow one (1) employee to work approximately two (2) hours and be partially furloughed for approximately six (6) hours on Friday, November 12, 2010 and on Friday, May 27, 2011. This employee will observe an alternate partial furlough day (approximately two (2) hours, ultimately totaling eight (8) furlough hours) within the first pay period of November 2010, and within the second pay period of May 2011, and as close to the "common" furlough dates as possible. This employee will pick up the checks from Treasury, apply postage and mail the checks accordingly.

Exception 7:

The **Office of Financial Management (OFM)** within the **Office of the Controller** invests available public funds so as to maximize safety of principal, liquidity and yield while minimizing risk pursuant to KRS 42.500 and KAR 200.14. The investment side of OFM handles fund cash transactions at the state's depository bank. While the state is closed, the banking system is open so there will be the need to fund any outgoing transactions and invest in excess funds. In order to facilitate, one (1) employee will be scheduled to work on November 12, 2010 and on May 27, 2011.

The **Office of the Controller** respectfully requests approval to allow one (1) employee within OFM to work on Friday, November 12, 2010 and on Friday, May 27, 2011. While it is preferable to have at least two members of the investment staff available on any particular day, this will allow us to cover required transactions with minimal exception to the furlough policy.

Exception 8:

The **Operations Branch** within the Division of Mechanical Services of the **Department of Facilities and Support Services** is responsible for the oversight and planning of preventative and corrective maintenance in all Finance owned / operated buildings within the Commonwealth, and specifically Franklin County. This 24 hour, 7 day per week branch is responsible for monitoring various mechanical systems such as HVAC, boilers, chillers, electrical, plumbing, fire alarms, elevators and other complex systems. In order to comply with pressure vessel (PV) code and insurance mandates these functions must be performed. This is our normal mode of operations, as our PV logs must be filled out each day without exception to maintain our master machinery insurance.

The **Department for Facilities and Support Services** respectfully requests approval to allow five (5) employees within the Operations Branch of the Division of Mechanical Services to work on Friday, November 12, 2010 and on Friday, May 27, 2011. Since we must maintain coverage to respond to emergencies, LRC problems and to comply with boiler codes, the rover crews are accustomed to performing these duties during 2nd and 3rd shifts, as they routinely alter their work schedules to provide coverage during weekends and holiday's. If these employees do not maintain and monitor the various complex mechanical systems of Finance operated facilities, there is a serious liability regarding major mechanical failure, possibly resulting in severe damage to the facility, mechanical equipment and physical injury.

The Finance and Administration Cabinet and General Government Agencies have no other known requests for exceptions for their employees in regards to November 12, 2010 and May 27, 2011. However, the Finance and Administration Cabinet acknowledges the possibility that an emergency situation or exigent circumstance may result in an employee reporting to work during a scheduled furlough day. Potential areas in the Finance and Administration Cabinet that may be affected include, but are not limited to, employees in the Department for Facilities and Support Services, the Commonwealth Office of Technology and the Office of the Controller. The Furlough Appointing Authorities will be responsible for verifying that such emergency or exigent circumstance existed on the particular furlough days impacted.

Part 2:

For the areas requiring an exception to the shut-down dates, the Finance and Administration Cabinet Plan proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs:

Excluding exceptions #5 and #6, the remaining 23 employees working on Friday, November 12, 2010 and the remaining 24 employees working on Friday, May 27, 2011, as mentioned within the aforementioned exceptions, will observe an alternate furlough day within the first pay period of November 2010 and/or within the second pay period of May 2011, and as close to the "common" furlough days as possible. All furloughs will be done in compliance with the regulatory requirements of 101 KAR 5:015E.

The Finance and Administration Cabinet will provide notice to its employees of the furlough dates which are different from the November 12, 2010 and/or the May 27, 2011 shut-down dates by issuing an Alternate Furlough Date letter to each employee (Enclosure B). The Finance and Administration Cabinet will not approve or process any appointments that will not allow adequate time to provide furlough notice to these employees in accordance to 101 KAR 5:015E.

All other employees in the Finance and Administration Cabinet will comply with the mandatory shut-down day of November 12, 2010 and May 27, 2011. Written notice has already been provided to each employee (Enclosure C) of these mandated dates.

SPECIAL NOTE: As the Finance and Administration Cabinet provides services through designated employees to work with sister agencies, it is possible that other agencies' furlough plans may impact the need for the Finance and Administration Cabinet to seek additional exceptions for employees in this plan. Sister agencies which are not closed on designated common days and/or agencies which are closed but may request exceptions to their furlough plans to continue necessary business operations, may by virtue of their plan approvals require Finance and Administration Cabinet employees to also work to support their business operations.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

GENERAL GOVERNMENT – SELECTED AGENCIES

(OPTION 1)

Part 1:

On the three (3) non-designated months, The Finance and Administration Cabinet's plan, which includes assigned General Government agencies, includes the furlough of all employees during the first pay periods of the required months.

Part 2:

All assigned General Government employees are required to be furloughed one (1) day or seven-and-one-half (7.5) hours within the first pay period of the months of October 2010, March 2011, and April 2011. The employees must request and obtain management approval for the day or hours within these specified pay periods. No employee will be furloughed more than 20% in a work week.

Agency	# of Employees	For the first pay period in October 2010, March 2011, and April 2011.	Employees request specific furlough days, assign furlough days or a combination of both?	Is overtime or comp time accrual a concern during these furlough periods for these units? If yes, explain in detail and how it will be monitored.
Office of the Governor	51	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Military Affairs Commission	3	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Office of the Lieutenant Governor	6	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Agricultural Development Board	19	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Office of Homeland Security	23	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No

Governor's Office of Minority Empowerment	2	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Governor's Scholar	2	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Office for Faith Based &CNSS	1	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Secretary of the Cabinet	1	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
School Facilities Construction Commission	3	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Executive Branch Ethics Commission	11	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Commission on Women	3	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Office of State Budget Director	30	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No

Part 3:

The Finance and Administration Cabinet will provide written notice to the assigned General Government employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The manner by which the Finance and Administration Cabinet will notify its employees is to provide a Non-Designated Furlough Date Notification letter (Enclosure D) to each employee's September 15th, 2010 pay check. This notification will officially notify the assigned General Government employees of the October 2010, March 2011, and the April 2011 non-designated furlough periods. The employee will work with their supervisor to determine the exact furlough date within the non-designated furlough period of October 2010. Once the date has been determined, the employee and supervisor will complete the Non-Designated Furlough Notice form (Enclosure E) and submit to the Division of Human Resources by 1:00 p.m. on September 22, 2010. If the request is denied by the Appointing Authority, the Division of Human Resources will contact the employee and their management to make the appropriate change, and a new form will then be

resubmitted for approval. If the employee is not contacted by close of business September 28, 2010 regarding a denial of their request, the request is to be considered approved. If the employee does not submit the form in accordance to the Non-Designated Furlough Date Notification letter, the Division of Human Resources will contact the employee's management to determine the employees non-designated furlough date, which the employee will then receive formal notification via a Notice of Furlough Date letter (Enclosure F).

On January 14, 2011, all assigned General Government employees will receive a Non-Designated Furlough Date Notification letter (Enclosure G) with their pay check. This notification will again notify the employees of the remaining non-designated furlough days of March 2011 and April 2011. The employee will work with their supervisor to determine the exact furlough dates within the non-designated furlough periods. Once the dates are determined, the employee and supervisor will complete the Non-Designated Furlough Notice form (Enclosure H) for the March 2011 and the April 2011 furlough periods and submit to the Division of Human Resources by 1:00 p.m. on February 16, 2011. If the request is denied by the Appointing Authority, the Division of Human Resources will contact the employee and their management to make the appropriate change, and a new form will then be resubmitted for approval. If the employee is not contacted by close of business February 23, 2011 regarding a denial of their request, the request is to be considered approved. If the employee does not submit the form in accordance to the Non-Designated Furlough Date Notification letter, the Division of Human Resources will contact the employee's management to determine the employees non-designated furlough dates, which the employee will then receive formal notification via a Notice of Furlough Date letter (Enclosure F).

FINANCE AND ADMINISTRATION CABINET

(OPTION 1)

Part 1:

On the three (3) non-designated months, The Finance and Administration Cabinet's plan includes the furlough of all employees during the first pay periods of the required months.

Part 2:

All Finance and Administration Cabinet employees are required to be furloughed one (1) day or eight (8) hours within the first pay period of the months of October 2010, March 2011, and April 2011. The employees must request and obtain management approval for the day or hours chosen within these specified pay periods. No employee will be furloughed more than 20% in a work week.

Agency	# of Employees	For the first pay period in October 2010, March 2011, and April 2011.	Employees request specific furlough days, assign furlough days or a combination of both?	Is overtime or comp time accrual a concern during these furlough periods for these units? If yes, explain in detail and how it will be monitored.
Commonwealth Office of Technology	363	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
KY River Authority	9	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Department of Revenue	961	First pay period of each non designated month	Combination of both employee request and assigned furlough days	Yes, see Note #1 below
Office of the Secretary	146	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No
Office of the Controller	84	First pay period of each non designated month	Combination of both employee request and assigned furlough days	Yes, see Note #2 below
Department for Facilities and Support Services	294	First pay period of each non designated month	Combination of both employee request and assigned furlough days	No

Note #1: The Department of Revenue (DOR) will have a need to work overtime during the furlough periods in March 2011, April 2011 and May 2011. During these periods, DOR is accustomed to increased workloads relating to receiving, filing and processing Kentucky tax returns in a timely manner. The furloughs should not cause a need for additional overtime that has not already been anticipated.

Note #2: The Financial Reporting Branch within the Office of the Controller will have a need to work overtime during the furlough periods in October 2010 and November 2010. This branch produces and publishes our Comprehensive Annual Financial Report (CAFR) and prepares the Schedule of Expenditures of Federal Awards (SEFA), both audited by the Auditor of Public Accounts. These two reports must be produced in a compressed time frame to meet federal reporting requirements. The work plan for the CAFR calls for completion during the period from September 1 through December 20. The SEFA work plan is September 1 to October 15. Our work plans are coordinated with the Auditors Office and we are committed to deliver various components of the reports by deadlines in our work plan. This requires an extensive amount of

overtime to complete as scheduled. In review of timesheets for last year, this branch required 612 hours of comp time, spread across five employees, to complete the reports.

Part 3:

The Finance and Administration Cabinet will provide written notice to its employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The manner by which the Finance and Administration Cabinet will notify its employees is to provide a Non-Designated Furlough Date Notification letter (Enclosure D) to each employee's September 15th, 2010 pay check. This notification will officially notify Finance and Administration employees of the October 2010, March 2011, and the April 2011 non-designated furlough periods. The employee will work with their supervisor to determine the exact furlough date within the non-designated furlough period of October 2010. Once the date has been determined, the employee and supervisor will complete the Non-Designated Furlough Notice form (Enclosure E) and submit to the Division of Human Resources by 1:00 p.m. on September 22, 2010. If the request is denied by the Appointing Authority, the Division of Human Resources will contact the employee and their management to make the appropriate change, and a new form will then be resubmitted for approval. If the employee is not contacted by close of business September 28, 2010 regarding a denial of their request, the request is to be considered approved. If the employee does not submit the form in accordance to the Non-Designated Furlough Date Notification letter, the Division of Human Resources will contact the employee's management to determine the employees non-designated furlough date, which the employee will then receive formal notification via a Notice of Furlough Date letter (Enclosure F).

On January 14, 2011, all Finance and Administration Cabinet employees will receive a Non-Designated Furlough Date Notification letter (Enclosure G) with their pay check. This notification will again notify the employees of the remaining non-designated furlough days of March 2011 and April 2011. The employee will work with their supervisor to determine the exact furlough dates within the non-designated furlough periods. Once the dates are determined, the employee and supervisor will complete the Non-Designated Furlough Notice form (Enclosure H) for the March 2011 and the April 2011 furlough periods and submit to the Division of Human Resources by 1:00 p.m. on February 16, 2011. If the request is denied by the Appointing Authority, the Division of Human Resources will contact the employee and their management to make the appropriate changes, and a new form will then be resubmitted for approval. If the employee is not contacted by close of business February 23, 2011 regarding a denial of their request, the request is to be considered approved. If the employee does not submit the form in accordance to the Non-Designated Furlough Date Notification letter, the Division of Human Resources will contact the employee's management to determine the employees non-designated furlough dates, which the employee will then receive formal notification via a Notice of Furlough Date letter (Enclosure F).

II. CONTRACT WORKERS

Finance and Administration Cabinet and General Government Agencies

Contract workers under contracts with the Finance and Administration Cabinet, and General Government agencies submitted under this plan, which are subject to the reduction of hours per the furlough requirements, shall have their hours reduced in the same manner as state employees on November 12, 2010 and on May 27, 2011. Contract workers under affected contracts will not report to work for the Commonwealth on these dates. Written notices will be sent to the affected contract holders and invoices will be requested to be reduced in an amount equivalent to the number of hours/day work is reduced.

Exception 1:

The Operations Branch within the Division of Mechanical Services of the **Department of Facilities and Support Services** is responsible for the oversight and planning of preventative and corrective maintenance in all Finance owned / operated buildings within the Commonwealth, and specifically Franklin County. This 24 hour, 7 day per week branch is responsible for monitoring various mechanical systems such as HVAC, boilers, chillers, electrical, plumbing, fire alarms, elevators and other complex systems. In order to comply with pressure vessel (PV) code and insurance mandates these functions must be performed. This is our normal mode of operations, as our PV logs must be filled out each day without exception to maintain our master machinery insurance.

The **Department for Facilities and Support Services** respectfully requests approval to allow one (1) contract worker who is assigned to the Operations Branch of the Division of Mechanical Services to work on Friday, November 12, 2010 and on May 27, 2011. Since we must maintain coverage to respond to emergencies, LRC problems and to comply with boiler codes, the rover crews are accustomed to performing these duties during 2nd and 3rd shifts, as they routinely alter their work schedules to provide coverage during weekends and holiday's. If this contract worker does not maintain and monitor the various complex mechanical systems of Finance operated facilities, there is a serious liability regarding major mechanical failure, possibly resulting in severe damage to the facility, mechanical equipment and possible physical injury.

Contractors who are required to work on Friday, November 12, 2010 and/or on Friday, May 27, 2011, as mentioned within the aforementioned exceptions, will observe an alternate furlough day within the first pay period of November 2010 and/or within the second pay period of May 2011, and as close to the "common" furlough days as possible.

Excluding the aforementioned exception, the Finance and Administration Cabinet and General Government Agencies have no other known requests for exemptions or exceptions for contract worker reductions for November 12, 2010 or May 27, 2011. However, as with state employees, the possibility exists that an emergency situation may result in a contract worker reporting to work during a scheduled furlough day. Potential areas in the Finance and Administration Cabinet that may be affected include, but are not limited to, contract workers in the Department for Facilities and Support Services, the Commonwealth Office of Technology, the Department of Revenue and the Office of the Controller. The Furlough Appointing Authorities

will be responsible for verifying that such emergency or exigent circumstance existed on the particular furlough days impacted.

SPECIAL NOTE: As the Finance and Administration Cabinet provides services through designated contract workers to sister agencies, it is possible that other agencies' furlough plans may impact the need for the Finance and Administration Cabinet to seek additional exceptions for contract workers in this plan. Sister agencies which are not closed on designated common days and/ or agencies which are closed but may request exceptions to their furlough plans to continue necessary business operations, may by virtue of their plan approvals require contract staff to also work to support their business operations.

As with state employees, the possibility exists that an emergency situation may result in a contract worker reporting to work during a scheduled furlough day. The Furlough Appointing Authorities will be responsible for verifying that such emergency or exigent circumstance existed on the particular furlough days impacted.

III. REQUIRED CERTIFICATIONS

Please certify, by initial of The Finance and Administration Cabinet's Appointing Authority, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary and approved by the Secretary of Personnel.

9/2/10 TR
(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

9/2/10 TR
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

9/2/10 TR
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

9/2/10 TR
(INITIALS)

FINANCE AND ADMINISTRATION CABINET

GOVERNOR
MILITARY AFFAIRS COMMISSION
LIEUTENANT GOVERNOR
AGRICULTURAL DEVELOPMENT BOARD
THE OFFICE OF HOMELAND SECURITY
THE GOVERNOR'S OFFICE OF MINORITY EMPOWERMENT
GOVERNOR'S SCHOLAR
OFFICE FOR FAITH BASED AND COMMUNITY NONPROFIT SOCIAL SERVICES
SECRETARY OF THE CABINET
SCHOOL FACILITIES CONSTRUCTION COMMISSION
EXECUTIVE BRANCH ETHICS COMMISSION
COMMISSION ON WOMEN
OFFICE OF STATE BUDGET DIRECTOR

COMMONWEALTH OFFICE OF TECHNOLOGY
KY RIVER AUTHORITY
DEPARTMENT OF REVENUE
OFFICE OF THE SECRETARY
OFFICE OF THE CONTROLLER
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES



Enclosure B

STEVEN L. BESHEAR
Governor

Commonwealth of Kentucky
FINANCE AND ADMINISTRATION CABINET
OFFICE OF ADMINISTRATIVE SERVICES
DIVISION OF HUMAN RESOURCES

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JONATHAN MILLER
Secretary

TROY ROBINSON
Director

Date

Name

Address

RE: Notice of Alternate Furlough Date

Dear Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on DATE in lieu of DATE. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Troy Robinson, Appointing Authority
Finance and Administration Cabinet

CC: Personnel File



Enclosure C

Steven L. Beshear
Governor

PERSONNEL CABINET
501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Nikki R. Jackson
Secretary

August 15, 2010

RE: Formal Notice of Furlough Dates and Furlough Plan Information

Dear State Employee:

As you are likely aware, state executive branch employees are to be furloughed during this fiscal year in order to achieve the savings required by the budget passed by the General Assembly. There will be a total of six (6) furlough days which apply to all employees, merit and non-merit.

Three (3) of these furlough days will be established, "common" days of furlough. On these days, when possible, state government is to be shut-down. These common furlough days will increase operational savings and are adjacent to state holidays.

Therefore, please be advised that state government will be closed on the following common furlough days:

September 3, 2010

November 12, 2010

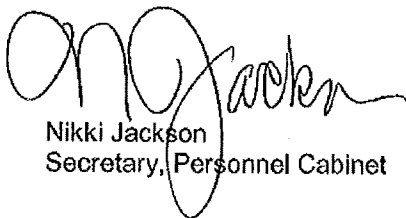
May 27, 2011

Pursuant to 101 KAR 5:015E, this correspondence serves as formal notice of the above-referenced furlough dates. Therefore, your hours will be temporarily reduced without pay on these dates and you should not report to work. **Your agency's Appointing Authority will soon submit a furlough plan which may include alternative furlough dates other than those stated above. NOTE: Alternative dates submitted by your Agency's Appointing Authority may be issued, so as to not impact any critical services to the public.** If approved, and if you are impacted by these alternative dates, you will receive further notification from your agency's Appointing Authority.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact your agency HR Administrator. As always, thank you for your continued service to the Commonwealth.

Sincerely,


Nikki Jackson
Secretary, Personnel Cabinet


UNBROKEN SPIRIT
An Equal Opportunity Employer M/F/D



Commonwealth of Kentucky
 FINANCE AND ADMINISTRATION CABINET
 OFFICE OF ADMINISTRATIVE SERVICES
 DIVISION OF HUMAN RESOURCES

STEVEN L. BESHEAR
 Governor

Room 188, New Capitol Annex
 Frankfort, Kentucky 40601
 (502) 564-0410 / (502) 330-9221 mobile
 (502) 564-2613 Facsimile
 Troy.Robinson@ky.gov

JONATHAN MILLER
 Secretary

TROY ROBINSON
 Director

September 15, 2010

RE: Formal Notice of Non-Designated Furlough Dates

Dear Finance and Administration Cabinet Employee:

As you are likely aware, state executive branch employees are to be furloughed during this fiscal year (FY2011) in order to achieve the savings required by the budget passed by the General Assembly. There will be a total of six (6) furlough days which apply to all employees, merit and non-merit.

You received formal notice regarding the three (3) "common" furlough days (9/3/10, 11/12/10, and 5/27/11) from the Personnel Cabinet in a letter dated August 15, 2010. On these days, when possible, state government is to be shut-down.

The remaining three (3) non-designated furlough days shall be applied within the following months:

- October 2010 – 1 day within the FIRST pay period
- March 2011 – 1 day within the FIRST pay period
- April 2011 – 1 day within the FIRST pay period

Pursuant to 101 KAR 5:015E, this correspondence serves as formal notice of the above-referenced furlough periods. Therefore, your hours will be temporarily reduced without pay for one (1) day during these furlough periods, and you should not report to work.

The exact furlough dates within the aforementioned non-designated furlough periods will be determined by employees and their supervisors. These dates shall be distributed in a manner;

- That does not disrupt business operations and appropriate measures should be prepared to respond to and cover all critical government services,
- To minimize the impact on services provided to the public, and
- To ensure all employee options are applied in a fair and unbiased manner.

Some areas may require flexibility in how these furloughs will be applied. Due to areas with low staff numbers providing essential services, 24/7 operations, etc., flexibility in the manner of furlough "hours" (a minimum of four (4) hours) may be applied.

Upon receipt and review of this notification, please work with your supervisor to determine the specific non-designated furlough dates for the October 2010 furlough period. Additional information pertaining to the March 2011 and April 2011 non-designated furlough periods will be distributed in January 2011. Once the dates are determined, please complete the attached form and return to the Division of Human Resources.

If the request is denied by the Appointing Authority, the Division of Human Resources will contact you and your management to make the appropriate change, and a new form will then be resubmitted for approval. If you are not contacted by close of business September 28, 2010 regarding a denial of your request, the request is to be considered approved.

If the Division of Human Resources is not in receipt of your form by 1:00 p.m. on Wednesday, September 22, 2010, the Division of Human Resources will be in contact with your management to determine your non-designated furlough dates, which you will then receive formal notification of your furlough date.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above referenced information, please contact the Division Human Resources at (502) 564-7233.

Sincerely,

Troy Robinson, Appointing Authority
Finance and Administration Cabinet

CC: Personnel File

Attached: Non-Designated Furlough Notice form

Non-Designated Furlough Notice

[For use by agencies assigning dates for employees.]

Employee Name	Cabinet
	Department
	Division
	Branch

OCTOBER 2010*
Your Assigned Furlough Date is:
/ /

* Unless your agency has an approved exception (check with management) for a particular month, requested dates MUST fall within the 1st pay period of each month.

Employee Signature	Date Submitted	Supervisor/Manager Signature	Date Approved/Assigned
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<p>Pursuant to 101 KAR 5:015E, this shall constitute as written notice of your furlough dates*, as assigned above. Your hours will be temporarily reduced without pay on these dates and you are not to report to work. Pursuant to 101 KAR 5:015E, this is not an appealable action.</p> <p>*Furlough dates are subject to change based on unforeseen business needs and services to the public. In this event, you will be notified by your supervisor, in writing, at least seven (7) days in advance.</p>	<p>FINAL APPROVAL AND NOTICE ISSUED BY:</p>
	<p>APPOINTING AUTHORITY</p> <p>DATE</p>

COPIES: Signed copy to Employee (Employee should attach copy to each affected timesheet.)
Signed copy to Supervisor/Manager.
Signed copy to be maintained in Agency's Employee File.



Enclosure F

STEVEN L. BESHEAR
Governor

Commonwealth of Kentucky
FINANCE AND ADMINISTRATION CABINET
OFFICE OF ADMINISTRATIVE SERVICES
DIVISION OF HUMAN RESOURCES

Room 188, New Capitol Annex
Frankfort, Kentucky 40601
(502) 564-0410 / (502) 330-9221 mobile
(502) 564-2613 Facsimile
Troy.Robinson@ky.gov

JONATHAN MILLER
Secretary

TROY ROBINSON
Director

Date

Name

Address

RE: Notice of Furlough Date

Dear Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on DATE. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Troy Robinson, Appointing Authority
Finance and Administration Cabinet

CC: Personnel File



Commonwealth of Kentucky
FINANCE AND ADMINISTRATION CABINET
OFFICE OF ADMINISTRATIVE SERVICES
DIVISION OF HUMAN RESOURCES

STEVEN L. BESHEAR
Governor

Room 188, New Capitol Annex
Frankfort, Kentucky 40601
(502) 564-0410 / (502) 330-9221 mobile
(502) 564-2613 Facsimile
Troy.Robinson@ky.gov

JONATHAN MILLER
Secretary

TROY ROBINSON
Director

January 14, 2011

RE: Formal Notice of Non-Designated Furlough Dates

Dear Finance and Administration Cabinet Employee:

As you are likely aware, state executive branch employees are to be furloughed during this fiscal year (FY2011) in order to achieve the savings required by the budget passed by the General Assembly. There will be a total of six (6) furlough days which apply to all employees, merit and non-merit.

You received formal notice regarding the three (3) "common" furlough days (9/3/10, 11/12/10, and 5/27/11) from the Personnel Cabinet in a letter dated August 15, 2010. On these days, when possible, state government is to be shut-down.

You also received notice regarding the remaining three (3) non-designated furlough days (October 2010, March 2011, and April 2011) in a letter dated September 15, 2010. The remaining two (2) non-designated furlough days shall be applied within the following months:

- March 2011 – 1 day within the FIRST pay period
- April 2011 – 1 day within the FIRST pay period

Pursuant to 101 KAR 5:015E, this correspondence serves as formal notice of the above-referenced furlough periods. Therefore, your hours will be temporarily reduced without pay for one (1) day during these furlough periods, and you should not report to work.

The exact furlough dates within the aforementioned non-designated furlough periods will be determined by employees and their supervisors. These dates shall be distributed in a manner;

- That does not disrupt business operations and appropriate measures should be prepared to respond to and cover all critical government services,
- To minimize the impact on services provided to the public, and
- To ensure all employee options are applied in a fair and unbiased manner.

Some areas may require flexibility in how these furloughs will be applied. Due to areas with low staff numbers providing essential services, 24/7 operations, etc., flexibility in the manner of furlough "hours" (a minimum of four (4) hours) may be applied.

Upon receipt and review of this notification, please work with your supervisor to determine the specific non-designated furlough dates. Once the dates are determined, please complete the attached form and return to the Division of Human Resources.

If the request is denied by the Appointing Authority, the Division of Human Resources will contact you and your management to make the appropriate changes, and a new form will then be resubmitted for approval. If you are not contacted by close of business February 23, 2011 regarding a denial of your request, the request is to be considered approved.

If the Division of Human Resources is not in receipt of your form by 1:00 p.m. on Wednesday, February 16, 2011, the Division of Human Resources will be in contact with your management to determine your non-designated furlough dates, which you will then receive formal notification of your furlough date.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above referenced information, please contact the Division Human Resources at (502) 564-7233.

Sincerely,

Troy Robinson, Appointing Authority
Finance and Administration Cabinet

CC: Personnel File

Attached: Non-Designated Furlough Notice form

Non-Designated Furlough Notice

[For use by agencies assigning dates for employees.]

Employee Name	Cabinet
	Department
	Division
	Branch

MARCH 2011*	APRIL 2011*
Your Assigned Furlough Date is:	Your Assigned Furlough Date is:
/ /	/ /

* Unless your agency has an approved exception (check with management) for a particular month, requested dates MUST fall within the 1st pay period of each month.

Employee Signature _____ Date Submitted _____ Supervisor/Manager Signature _____ Date Approved/Assigned _____

<p>Pursuant to 101 KAR 5:015E, this shall constitute as written notice of your furlough dates*, as assigned above. Your hours will be temporarily reduced without pay on these dates and you are not to report to work. Pursuant to 101 KAR 5:015E, this is not an appealable action.</p> <p>*Furlough dates are subject to change based on unforeseen business needs and services to the public. In this event, you will be notified by your supervisor, in writing, at least seven (7) days in advance.</p>	<p>FINAL APPROVAL AND NOTICE ISSUED BY:</p> <p>APPOINTING AUTHORITY _____ DATE _____</p>
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COPIES: Signed copy to Employee (Employee should attach copy to each affected timesheet.)
Signed copy to Supervisor/Manager.
Signed copy to be maintained in Agency's Employee File.